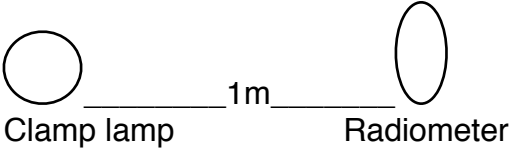


Everything But the Fluff...Tips for Procedure Writing

Tips	Example Procedure	
<p>Gathering Materials</p> <p>The first step in every procedure should be to gather materials.</p>	1	Gather materials.
<p>Setting Up</p> <p>The next couple of steps should include information about the lab set-up.</p> <p>How is the equipment arranged?</p> <p>How far apart from each other should the equipment be placed?</p> <p>In order to be as specific and exact as possible, mark measured distances with tape. This way the group is sure to position the equipment in the same place for every trial.</p>	2	Place the radiometer in the middle of the table.
	3	Using a meter stick, measure 1 m away from the radiometer, and mark with a piece of tape.
	4	Clamp the clamp lamp down on the edge of the table, with the light facing the radiometer, where the 1 m has been marked with the tape.
	5	Screw the 40 watt light bulb into the clamp lamp.
<p>Picture Perfect</p> <p>Include a diagram of your experimental set-up.</p> <p>Your diagram should have labels for all equipment as well as the distances between materials.</p>		
<p>Collecting Data</p> <p>The next steps in the procedure should instruct the audience on how to collect the data for the experiment.</p>	6	Plug in the clamp lamp and start the stopwatch at the same time.
	7	After 2 minutes, unplug the clamp lamp, do not stop the stopwatch.
	8	When the radiometer starts to spin slowly enough to see each of the vanes, stop the stopwatch. Record the time.
<p>When to Repeat</p> <p>When writing the procedure for the next 2 trials it is acceptable to tell the audience to repeat the steps of the procedure.</p> <p>The steps to repeat are those involved in collecting the data. This makes sure that the trials will be as consistent as possible, and removes unwanted variables.</p>	9	Remove the 40 watt bulb from the clamp lamp and screw in the halogen bulb.
	10	Repeat steps 6-8 using the halogen bulb in the clamp lamp.

